

**CITY OF AUBURN  
TELECOMMUNICATIONS COMMISSION**

**Thursday, March 11, 2004  
4:00 p.m. to 5:30 p.m.**

Auburn City Hall  
Room 10, 2<sup>nd</sup> floor  
1225 Lincoln Way, Auburn, CA 95603

**Meeting Minutes**

**1. ROLL CALL AND DETERMINATION OF A QUORUM**

Mike Malvey, Tom Maguire, Glenn Tonkin and Mark McDonald were present. The meeting was called to order at 4:00pm

**2. AGENDA APPROVAL**

Tom made motion to approve as is, seconded by Mark. Unanimously approved.

**3. PUBLIC COMMENT**

No public comment was made.

**4. APPROVAL OF MINUTES**

Review and approve of minutes for the regular meeting of **February 19, 2004**. Mark made motion to approve, seconded by Mike. Unanimously approved.

**5. BUSINESS**

A. Commission Member Vacancy

1. Glenn has spoken with Anne Cooley concerning how to move forward. There were three applicants still on file, and they were still interested. An ad will be placed in the Auburn Journal calling for candidates, with applications being taken through March 31. We would then contact the applicants and ask them to attend the April 8<sup>th</sup> meeting to introduce them to the commission, and give the commission an opportunity to "interview" the applicants.

B. Charter Communications discussion

1. Review latest submitted addendums to the system design. Glenn received the bill of materials for the project, and provided to the commission for review. Everything looks to be on track, and the build is moving forward. Glenn mentioned that with all of the documents, the question was how to store the documents. He will ask Bob Richardson how to handle.
2. Review Charter's Quarterly Report – No quarterly report was received, and Glenn has had no feedback from Jennifer as to the status. The only report on record is from the third quarter, 9/30/03, which is the first report received in two years. This issue will be escalated to ensure that we start receiving the quarterly reports as mandated by the franchise agreement, section 23.1.

C. ACTV

1. Affirm official liaison between the ATC and ACTV. Tom made the motion to have Glenn be the official liaison to ACTV, seconded by Mike. The vote was unanimous, and Glenn is the official liaison.

2. Current status and up-coming events. Glenn presented the five year plan for ACTV, and the direction that ACTV would like to go. They would like to have everything converted to digital, and at some point look at HDTV. The board is also looking at how to get broader access of the channel. There was discussion about the Forest Hill peg, and what happened with the county. Glenn reported that Jan McDonald has a meeting set up with Jerry Gamez for next week to talk about PEG support from the county.

**6. CORRESPONDENCE**

Glenn distributed a letter that was received from John Lundholm complaining about Charter. The commission discussed the plan of action, and it was decided that Glenn would call Mr. Lundholm to get more details from the complaint, and then move forward.

**7. INFORMATION AND ANNOUNCEMENTS BY COMMISSIONERS**

No information or announcements.

**8. AGENDA ITEMS, DATE, AND TIME OF NEXT MEETING**

Next meeting will be Thursday, April 8, 2004, at 4pm. Intent is to invite potential candidates to this meeting.

**9. ADJOURNMENT**

Motion made to adjourn at 5:05pm